



JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION
STATE OF OKLAHOMA

January 15, 2013

Dear Superintendent:

The purpose of this letter is to remind districts of the requirements that have been established for Desk and On-site Consolidated monitoring. Beginning FY 2013, OSDE will implement a three year monitoring cycle. This method is designed to expedite the federal programs monitoring process for evaluating federal programs implemented across the state.

Listed on the Oklahoma State Department of Education (OSDE) website is the consolidated monitoring cycle for the following federal programs for FY 2013 – FY 2015.

- Title I, Part A
- Title I, Part C
- Title I, Part D
- Title II, Part A
- Title III, Part A
- Title VI B, REAP-Flex or RLIS
- Title X, Part C

Also, provided on the OSDE website is the *Oklahoma Consolidated Federal Programs Desk and On-Site Monitoring State Plan* for the district's review. This plan provides information regarding the monitoring requirements and includes the goals for monitoring. In addition, the monitoring plan includes information regarding the risk analysis factors to ensure the integrity of federal funds as required by the United States Department of Education (USDE).

The district will be *Desk Monitored for the federal programs in which it participates* during the FY 2013 monitoring cycle. The monitoring tool(s) and requested documentation will need to be downloaded to a flash drive and submitted to OSDE before the Desk Audit occurs. Please label the flash drive with the name of the district. Required documentation will be reviewed by the monitoring team at the time of the Desk Audit. The due date for submission of required documentation is **February 27, 2013.**

Please refer to the monitoring cycle for FY 2013-2015, available on the OSDE Web site. If you have questions regarding monitoring requirements, please contact our office at (405) 521-2846.

Sincerely,

Gloria Bayouth

Gloria Bayouth, Executive Director
Title I, II, III, VI, and X

GB:djm

Cc: Janet Barresi, Oklahoma State Superintendent of Public Instruction
Ramona Coats, Assistant State Superintendent, Office of Federal Programs